

City of Chattanooga, TN
Personnel Class Specification
Class code 2934

FLSA: Exempt

CLASSIFICATION TITLE: DIRECTOR, PARKS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to oversee daily operations and functions of all units within the Parks Division.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; conducts interviews; oversees selection of new employees and promotion of existing employees; coordinates/authorizes training activities.

Coordinates daily work activities; organizes, prioritizes, and assigns work, monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise; conducts grievance hearings and initiates problem resolutions.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to establish safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with department management, city officials, city attorney, consultants, and other officials to review department operations/activities, reviews/resolves problems, receives advice/direction, and provides recommendations.

Coordinates division projects and work activities with those of other divisions, other departments, other governments, contractors, consultants, event promoters, associations, outside agencies, or others as needed; coordinates with and responds to needs of Arts & Crafts and Recreation Division; coordinates use of division resources with other city departments during emergency situations.

Supervises daily operations and functions of all units within the Parks Division, which may include Riverpark downtown facilities, athletic activities and facilities, building maintenance activities, zoo operations, urban forestry and park ranger activities, or other areas as assigned.

Evaluates effectiveness of division programs, projects, and activities; develops and implements quality control measures; performs continual review of quality control measures; maintains an awareness of the needs of the community in relation to provision of division services; identifies potential improvements to programs/activities; implements changes as appropriate.

Prepares and submits division budget, with input from each unit; plans budget for capital improvement projects and capital equipment purchases; administers approved budget; monitors expenditures from each unit; develops cost centers for specific activities; approves emergency purchases as appropriate.

Plans long and short term plans, goals, and objectives for the division and for each unit; reviews progress in achieving goals.

Formulates division policies and submits for approval; implements approved policies.

Establishes procedures and performs daily monitoring of procedures/methodology to achieve high productivity with allocated resources.

Develops and oversees a task work order system for the division; coordinates implementation of computerized work order management system.

Reviews work requests; inspects sites of requested service as needed to determine needs and appropriate action; verifies need for work and approves/denies as appropriate; schedules work and issues work orders to appropriate unit; assists in coordinating availability of necessary equipment and resources; monitors progress in completing work orders.

Determines whether projects require use of outside/contracted services or can be handled by in-house staff; authorizes employment of contract employees.

Manages reservations for use of park facilities; coordinates use of facilities with support agencies, associations, and event promoters.

Supervises any special events sponsored by the division.

Supervises inventory control; monitors inventory of department equipment, vehicles, materials, and supplies; ensures availability of adequate materials to conduct projects and work activities; initiates orders for new/replacement items; ensures proper maintenance/repair of department vehicles and equipment.

Supervises investigation of accidents or incidents involving department employees, vehicles, property or facilities.

Performs administrative functions; manages division contracts and lease agreements; prepares various specialized reports pertaining to department; submits required reports to outside agencies; oversees office operations and ensures continuity of work flow; monitors/approves time work records, use of overtime, and requests for personal leave.

Prepares or completes various forms, reports, correspondence, work orders, flow charts, inspection reports, purchase requests, bid requests, budget documents,

annual reports, personnel rosters, job descriptions, performance appraisals, or other documents.

Receives various forms, reports, correspondence, schedules, park usage permits, work requests, purchase requisitions, invoices, vouchers, budget reports, job applications, disciplinary action reports, performance appraisals, attendance records, city plats, engineering drawings, architectural drawings, technical publications, codes, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, work order management, or other software programs.

Communicates with supervisor, employees, other divisions/departments, city officials, engineers, architects, planners, contractors, vendors, suppliers, event promoters, associations, community organization, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Represents the division to community groups, volunteer organizations, and other members of the public, attends various meetings as needed; makes speeches or presentations.

Responds to complaints and questions related to department operations, provides information, researches problems, and initiates problem resolution.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of the role of park ranges and of legal issues pertaining to same; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, or filing documentation.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Parks Management, Recreation Administration, or closely related field; supplemented by six (6) years of progressively responsible experience and/or training that includes parks management, recreation program administration, general management/supervision, budgeting, construction, building maintenance, and landscaping; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

PERFORMANCE ABILITIES

Date Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual

or probable consequences and in referencing such evaluation to identify and select alternatives.

Human interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions or procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last edited: July, 2006